

## 4. Menu Screen

### 4.1 Summary

To gain access to the Menu screen (Figure 4.1), you must have already completed the opening procedure as explained in Section 1 and successfully logged in as explained in Section 2. You can open any function to which you have access privileges from the Menu screen. Non-Administration functions are listed on the yellow (main) part of the screen. You can open these functions. By double-clicking the circle (or name) of the function you want to open. *Note: If you do not have access to a function, it is "grayed out," and nothing will happen if you double click it.*

To see the list of Administration functions, click on the word "Administration."

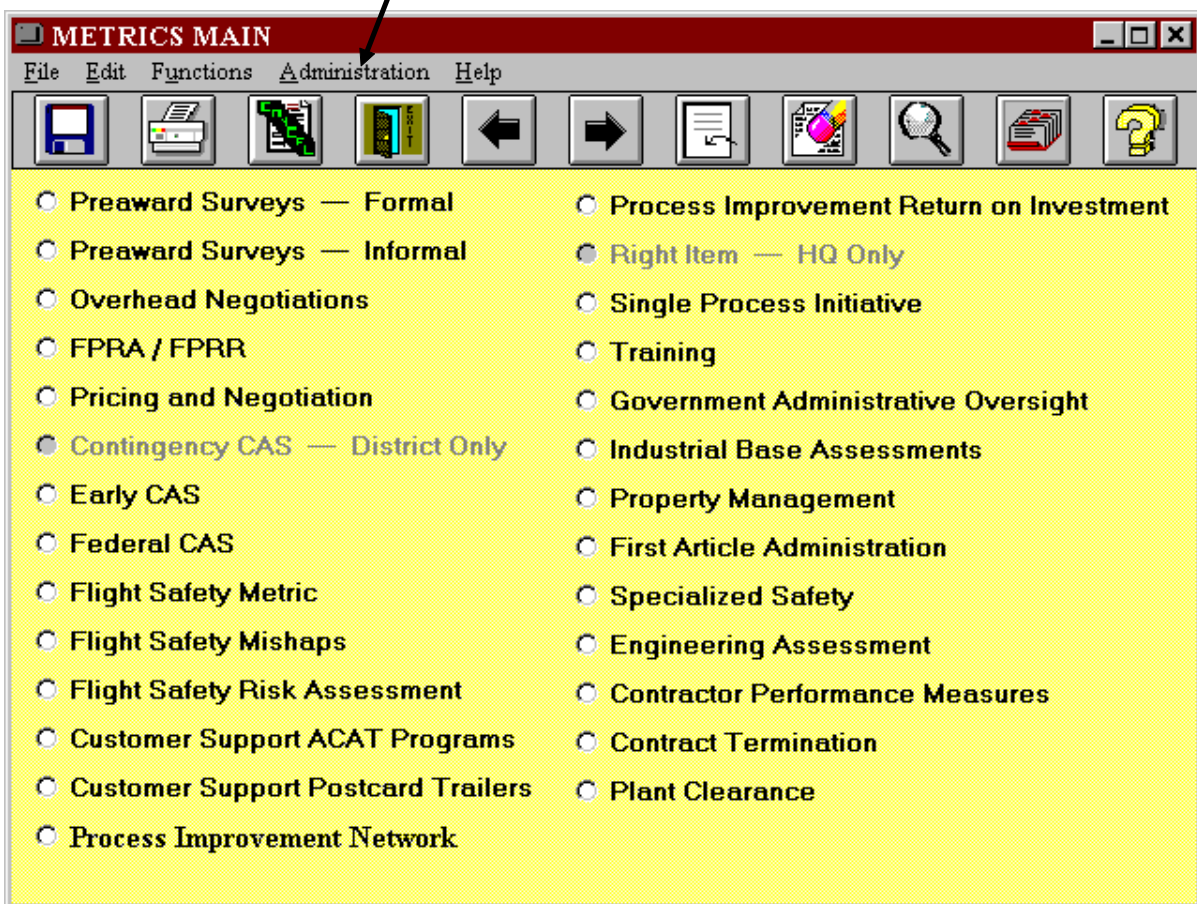


Figure 4.1 Metrics Menu Screen

When you click Administration, the drop-down list shown in Figure 4.2 appears. Click on the function you want.

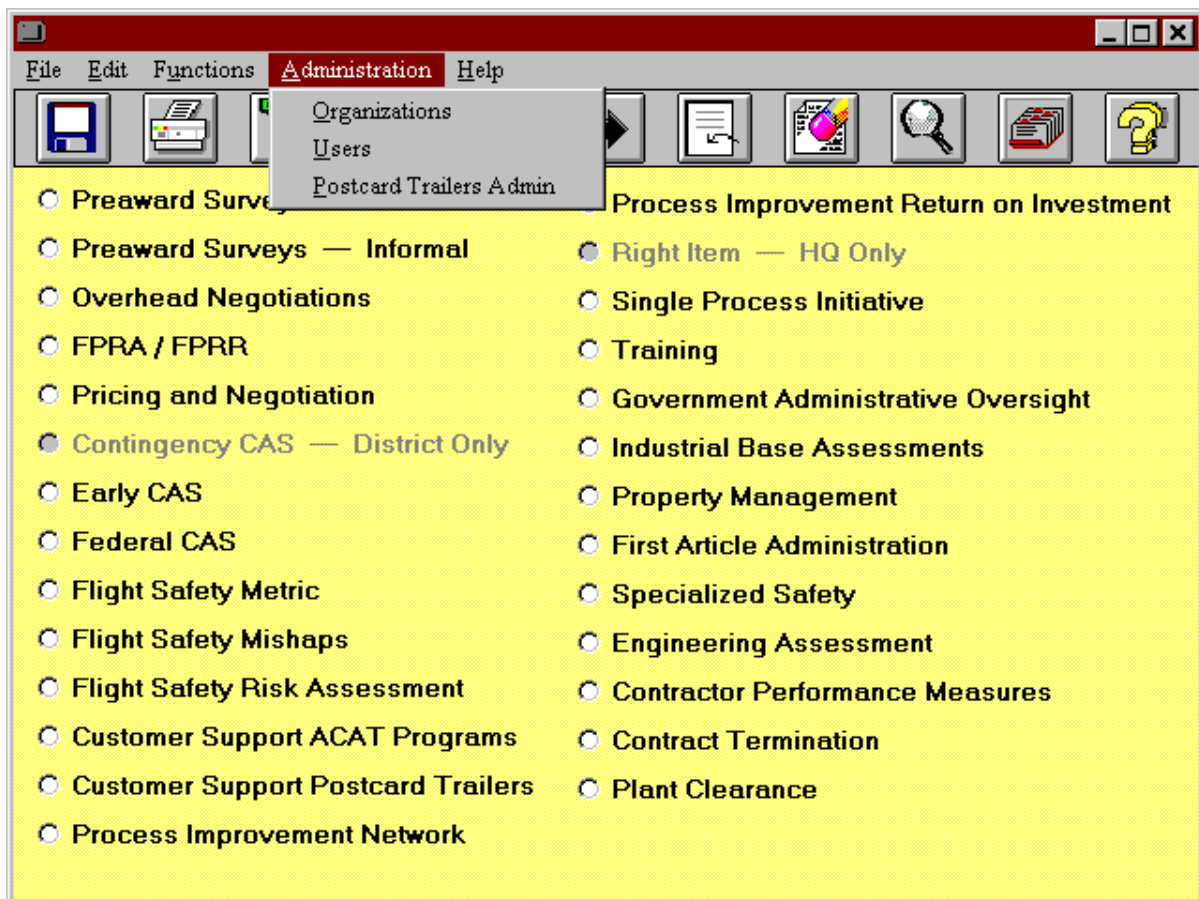


Figure 4.2 Menu Screen Showing Drop-Down List of Administration Functions